

CODE OF PROCEDURE POLICY COMMITTEE

Approved Special D.E.C. December 2025

1. The Department of Oregon Policy Committee shall be composed of six (6) members (minimum) in accordance with Article IX, Section 10 of the Department of Oregon Constitution By-Laws. Committee members shall be:

- Department Commander - Chairman (ex-officio with no vote, except in a tie vote)
- Department First Vice Commander – Member
- Department Adjutant – Ex-officio
- Department Judge Advocate – Member
- Department Immediate Past Department Commander – Member
- Department Internal Affairs Commission Chairman – Member
- Other Members assigned by the Department Commander

The Chairman of the Policy Committee shall be the Department Commander.

2. The Policy Committee shall study, recommend, and formulate policies that will be beneficial to the Department of Oregon on all matters that will tend to increase the prestige of The American Legion, Department of Oregon, and to advance the best interests of The American Legion. No recommendation shall be considered as final unless approved by the Department Executive Committee or a Department Convention.
3. The Policy Committee shall make such rules as it deems proper for the conduct of its activities. Any changes made to be submitted to the Department Executive Committee for its approval. The Chair shall make periodic reports of its activities to the Department Executive Committee. When unable to deliver in person, a written report is to be submitted.
4. The Policy Committee is to be called into session, when necessary, by the Chair. Notice of the meeting and a copy of the minutes shall be sent to the members of the Department Executive Committee. The Committee should meet at least twice a year with the Committee Chair to discuss problems and schedules.
5. The Department Adjutant will maintain and distribute this policy document to officers of the Department, District, and Posts. These Policies will be available for any Department of Oregon Legionnaire to read. The policies will also be posted on the Department of Oregon website.
6. The District Adjutants will maintain and distribute any District Policies to its Posts.
7. The Post Adjutants will maintain a copy of all Post Policies and make available to any Department of Oregon Legionnaire wishes to read said policies. IF a Post does not have a Policy concerning an item, they will refer to the appropriate District Policy. If the District does not have a Policy concerning an issue, they will refer to the applicable Department Policy. District and Post policies cannot change the intent of any Department policy. They will only amplify or enhance for District or Post.
8. No expenditure on behalf of the Policy Committee shall be made without prior notification and approval of the Chair.
9. The Policy Committee shall carry out such other duties as may be assigned by the Department Commander, the Department Executive Committee, or a Department Convention.
10. The Chair of the Policy Committee shall make a written report of the year's activities as required by Article V, Section 7 of the Department Constitution, and submit it to the Department Adjutant no later than thirty (30) days before the opening of the Department Convention.